**JOB SPECIFICATION TEMPLATE**

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| **Profile of Position: People Concepts Development Project Officer Delivery** | | | | | | | | | |
| **[ For Army posts only] SLIM No:** | | | | | | | | | |
| **Position Details** | | | | | | | | | |
| Rank | OF4 | Org. Unit | Defence People Concepts Development | | UIN | | | D0905V | |
| Upper Lower Rank | OF4 | Org. Type | Permanent | | Exchange With | | | N/A | |
| Service (Job) | Defence People Strategy & Policy | TLB | HOCS | | Location | | | MOD Main Building | |
| Start Date for Position | 01/07/21 | Proposed End Date for Position | 31/07/23 | | Liability Driving | | | No | |
| Hiring Status | Note 6 | Position Status | Note 7 | | Position Type | | | Note 7 | |
| Person Category | FTRS(HC) | Position Status EIT | Note 7 | | Service Option | | | Any | |
| Domain | Any | Career Field | Personnel | | Sub Career Field | | | Note 11 | |
| Talent Management | N/A | Tour Length | 24 months | | Handover | | | N/A | |
| Type of Operation | N/A | Operation Name | N/A | | Operation PID | | | N/A | |
| Hierarchy Parent 1 | DEPUTY HEAD PEOPLE CONCEPTS AND DEVELOPMENT|2101074 | Hierarchy Parent 2 | HEAD PEOPLE CONCEPTS AND DEVELOPMENT|2099219 | | Hierarchy Parent 3 | | | PERS CAP DS SEC|1896168 | |
| Incumbent | New role | Incumbent Future Availability Date |  | | Environment | | | Military & Civilian | |
| Minimum Medical Standard | MLD? | Child Positions | N/A | | Preferred Gender | | | N/A | |
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| **Career Management and Rotational Information** | | | | | | | |  | |
| Position CM Desk | | Service (CM) | Applicable From | | Applicable To | | |  | |
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| Branch/Arm/Group | | Main Trade | Sub Regt/Corp | |  | | |  | |
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| **Alternative Branch or Trade** | | | | | | | | | |
| Alternative 1 | | Alternative 2 | | | Alternative 3 | | | | |
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| **Specialist Pay** | | | | | | | |  | |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | | Specialist Pay 5 | | |  | |
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| **Unit & Position Role** | | | | | | | | | |
| Unit Function | Ensuring Defence can access and acquire the skills we need building a more flexible, agile and diverse workforce. | | | | | | | | |
| Position Role | Manage all aspects of a project or significant work strand. | | | | | | | | |
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| **Responsibilities** | | | | | | | | | |
| 1. Gather and analyse data, drawing on relevant SMEs to test new concepts to derive practical future interventions. | | | | | | | | |  |
| 2. Ensure appropriate project governance is in place to resolve issues, agree the way forward or escalate areas of concern. | | | | | | | | |  |
| 3. Create new and/or update existing policies based on agreements reached with stakeholders and endorsed by the appropriate authority. | | | | | | | | |  |
| 4. Articulate (orally and in writing) credible evidence-based policy options and strategies upon which senior boards/personnel can make decisions. | | | | | | | | |  |
| 5. Contribute to production/maintenance of project plans, dashboards, risks and other tasks, in line with MOD/Government policy. | | | | | | | | |  |
| 6. Produce communications working with stakeholders and the Defence People Communications Team to to support the aims of the project. | | | | | | | | |  |
| 7. Provide cleared responses to requests from outside of PCD, including Ministerial requests, Parliamentary Questions and other areas in defence. | | | | | | | | |  |
| 8. Look beyond immediate areas of responsibility to align with the work of others and identify opportunities to work better across teams. | | | | | | | | |  |
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| **Competence Requirements** | | | | | | | | | |
| Competence - Full Name | | | | Proficiency Level | | Essential | Acquired | | |
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| NSV Security|Security Check|Joint|No | | | |  | | X |  | | |
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| **Pre-Employment Training** | | | | | | | | | |
| Pre-Employment Training 1 | Pre-Employment Training 1 Priority | Pre-Employment Training 2 | Pre-Employment Training 2 Priority | | Pre-Employment Training 3 | | | Pre-Employment Training 3 Priority | |
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| **Local Considerations** | | | | | | | | | |
| Domestic | | | | | | | | | |
| N/A | | | | | | | |  | |
| Employer Comments | | | | | | | | | |
| * P3M experience – desirable * *Self-starting and able to work on your own initiative, you will be comfortable working through a new task independently* * *Used to working to challenging deadlines, and managing a range of priorities at the same time you will be organised and efficient with your time, able to prioritise and deliver quickly but to a high standard* * *Confident, bright minded, you’ll be interested in what’s going on around you – even if you aren’t working on it directly.* * *Able to bring experience from previous roles – you will be able to help us improve the way we do things.* * *Prepared to jump into the project you won’t be afraid to ask questions. We all work closely together, so collaboration is key.* * *Flexible and willing to apply your skills to a range of tasks across the team.* * *Keen to be a friendly, supportive and proactive member of the team.* | | | | | | | | |  |
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